

# **HEATING, VENTILATION, AIR CONDITIONING (HVAC) MECHANIC III**

## **GENERAL RESPONSIBILITIES**

In a lead capacity, perform and coordinate a full range of heating, ventilation, air conditioning equipment and systems installation, service, maintenance, and replacement in accordance with applicable Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Plan, coordinate and schedule HVAC repair, installation and replacement projects and preventive maintenance
2. Perform visual and operational inspections on mechanical systems
3. Perform tests, preventive maintenance, high level troubleshooting, and complex repairs on HVAC systems and equipment
4. Perform complex mechanical installations
5. Operate diagnostic computer equipment
6. Perform total HVAC project management including complete unit design, replacement, and installation of duct work and other mechanical components
7. Independently run service calls and make emergency HVAC repairs as needed
8. Perform assignments in a lead capacity, providing oversight and training to other building maintenance staff
9. Maintain clean, orderly, and safe work environment
10. Complete paperwork and assists in writing specifications
11. Maintain daily work schedule records, materials lists and inventories
12. Report to work outside of normal working hours for emergency operations
13. Perform related duties as to specific assignments
14. Any employee may be identified as Essential Personnel during emergency situations.
15. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
16. Communicate with managers, supervisors, co-workers, citizen, and others, maintain confidentiality; and represent the County

## **EDUCATION AND EXPERIENCE**

1. High school diploma or general education diploma (GED)
2. Two years technical training in heating, ventilation, air conditioning (HVAC) preferred\*
3. Eight years HVAC experience or three years as an HVAC Mechanic II in the Bureau of Facilities

\*A comparable amount of training and experience may be substituted for the minimum qualifications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read and interpret manuals, information and policies
2. Complete paperwork such as work orders, specifications, and time cards
3. Use mechanical hand tools, C.F.M, air volume gauge, refrigerant reclaimer, manifold gauges, vacuum pump, leak tester, pipe threader, welder/acetylene torch, amp and voltage meter, 2-way radio, electric and other test and maintenance equipment
4. Apply detailed knowledge of mechanical and electrical systems
5. Use computer software programs and/or other applications

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid driver's license
2. DOT (Department of Transportation) Physical Card
3. Universal CFC Certificate
4. Master HVAC license or successful completion of ICC HVAC exam
5. Requires criminal background check as condition of employment